

Maryland Department of Transportation

OneStop Organization Entity Account Guide

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Introduction

Maryland State has created a portal to house the state's licenses, permits, applications, and registrations across numerous state agencies. The portal is called OneStop, and it is a resource for the Maryland Department of Transportation (MDOT) staff, supplemental administrators, and the public to manage their documents on a central hub.

As a grant requestor, you will need to have access to the OneStop system with an entity type of account in order to submit grant proposals for the MDOT Bikeways program and fulfill reporting requirements if your grant proposal is accepted.

OneStop Account

Personal and Entity Accounts

OneStop allows users to hold two types of accounts: a personal account and an entity account. A personal account is associated with one individual person. Any activity completed on OneStop using a personal account belongs to the person who has created the account. An entity account can be created once a personal account has been made. Entity accounts are typically associated with an establishment. An entity can have many individual accounts that represent the entity. *Note: As a grant requestor, you will be associated with both account types.*

Personal Account. You need to have a personal account to be accounted for as a representative of the organization/entity. Additionally, having an individual account gives you the ability to conduct personal business outside of MDOT Bikeways. Your personal OneStop account grants you the ability to apply or register for various permits and licenses throughout the state of Maryland.

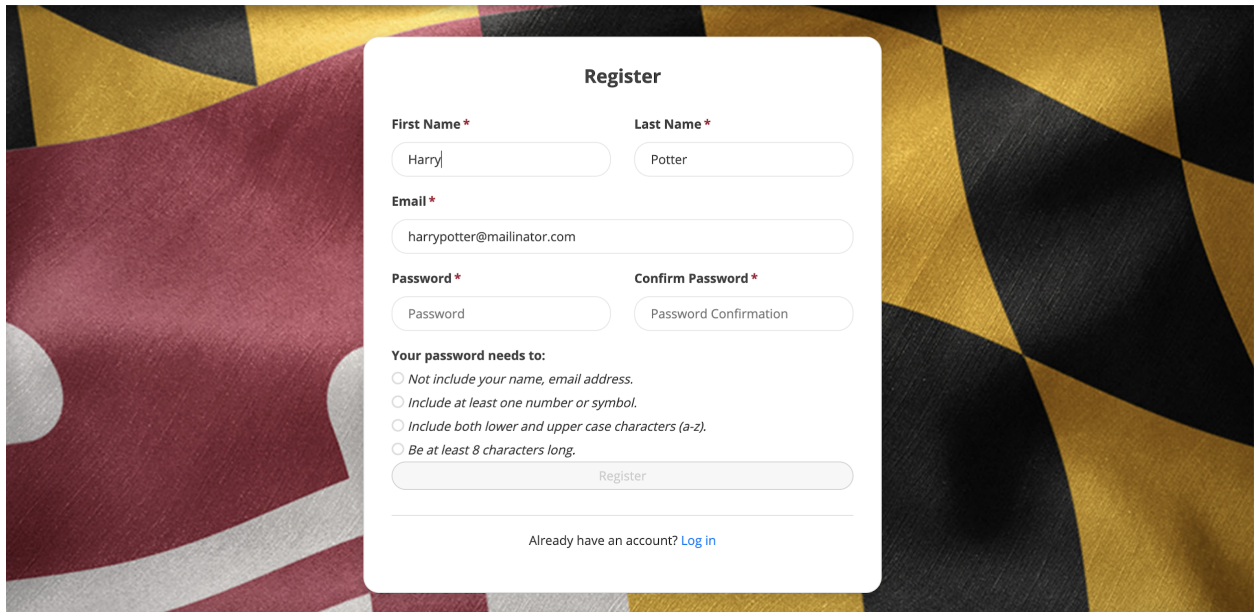
Entity Account. The entity account will allow you to conduct business related to your Bikeways applications and awards.

Setting up your Account

You will need to first navigate to onestop.md.gov to register an account. Make sure to use your email associated with the organization for whom you will be submitting grant requests. It is also sometimes helpful to use a more generic organization email (info@, grants@, finance@, etc.) if one is available so other users can easily recover login credentials.

Create a Personal Account

1. Once you have navigated to OneStop, click the "Register" button in the upper right corner and complete the fields of information. If you already have a OneStop account that you intend to use, you may disregard this step.



Register

First Name *

Last Name *

Email *

Password *

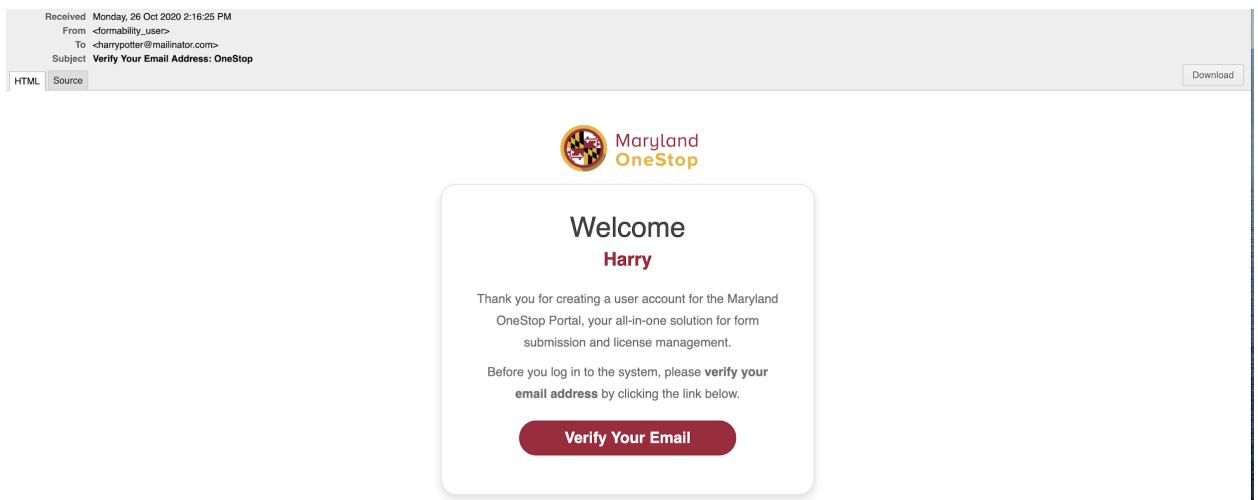
Confirm Password *

Your password needs to:

- ☐ Not include your name, email address.
- ☐ Include at least one number or symbol.
- ☐ Include both lower and upper case characters (a-z).
- ☐ Be at least 8 characters long.

Already have an account? [Log in](#)

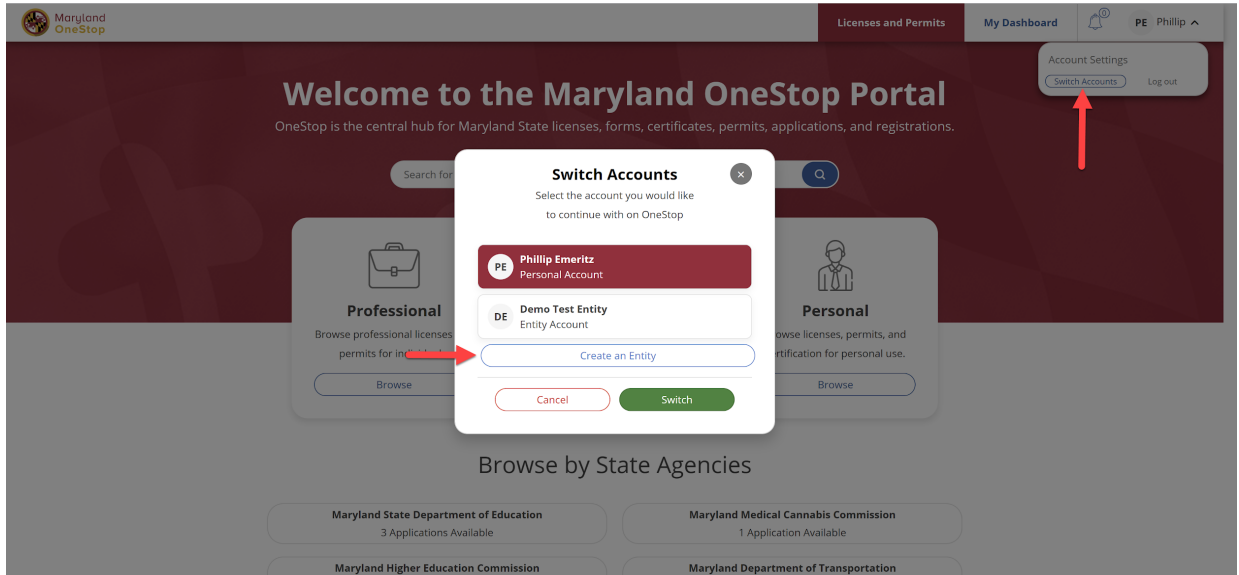
2. A confirmation link will be sent to your email address to verify your account.
3. Verify your email address by clicking the corresponding link.



4. You will be redirected to the OneStop homepage.
5. Log into your account using the information used to register your account.
6. You now have successfully logged in to and created a **Personal** account.

Create an Entity Account

1. Once you have a **Personal** account, you can create an **Entity** account. Login to your **Personal** account on onestop.md.gov.
2. Click your name in the upper right corner and select the button "Switch Accounts".
3. In the pop-up window, select the button "Create an Entity".

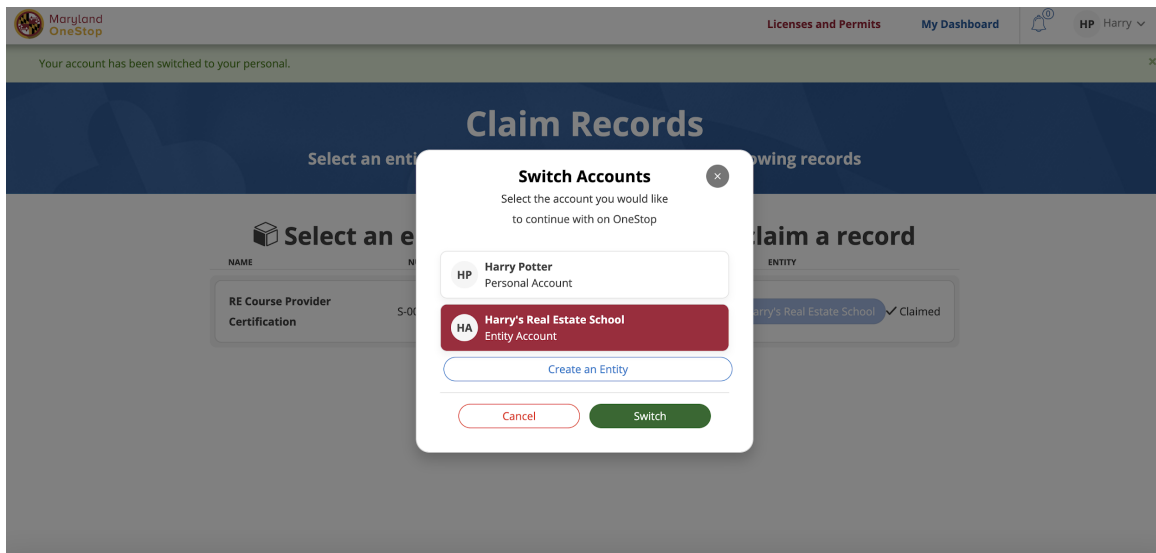


4. Enter the name of your Entity and click “Create Entity”.
5. Your **Entity** account has now been created.

Switch Between Accounts

To view your **MDOT Bikeways Grant** record on your dashboard (for both applications and awarded grants), you will need to switch from your personal account to your entity account. If your grant is awarded, your record will show on the Licenses, Permits, & Registrations section.

1. Click your account name dropdown button in the top right corner.
2. Under Account Settings, click “Switch Accounts”.
3. Select the **Entity Account**.
4. Click the green “Switch” button.



5. You have now switched to your **Entity Account**.

The screenshot displays the 'Harry's Real Estate School's Dashboard' for the 'State of Maryland'. At the top, there is a navigation bar with the Maryland OneStop logo, a 'Licenses and Permits' link, and a blue 'Entity's Dashboard' button. A user profile 'HP Harry' is visible in the top right corner. Below the navigation bar, a blue header contains the title 'Harry's Real Estate School's Dashboard' and 'State of Maryland'. A secondary navigation bar includes 'Documents' (highlighted in yellow), 'Team', and 'My Course List'. The main content area features three sections: 1. 'Applications Requiring Your Action' with a table header (APPLICATION NAME, SUBMITTED BY, STATUS) and a message: 'There are no applications requiring your action at this time.' 2. 'Harry's Real Estate School's Recent Applications' with a similar table header and message: 'There are no recent applications at this time.' 3. 'Harry's Real Estate School's Licenses, Permits, & Registrations'.

Future Access

When accessing the system after registering for the first time, you will be prompted to login with your username and password. **Once you have logged in successfully, you will always be directed to your personal account. You will need to switch to your Entity account.**


1. Click on the dropdown button with your name in the top right corner.
2. Click "Switch Accounts".
3. Select the Entity account.
4. Click "Switch".

Entity Dashboard

Your Personal dashboard includes your Personal applications, licenses, permits and registrations. Your Entity dashboard includes the establishment's applications, licenses, permits, and registrations, including the MDOT Bikeways Grant record.


To access your Entity dashboard, you will need to make sure you are on your Entity account. The dashboard button in the top right corner next to the blue bell icon indicates which dashboard ("My Dashboard" or "Entity Dashboard") you are currently viewing.

This is your Personal account dashboard:




Licenses and Permits

My Dashboard

 HP Harry


My Dashboard

State of Maryland




Applications Requiring Your Action

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		



Your Recent Applications


APPLICATION NAME	SUBMITTED BY	STATUS
There are no recent applications at this time.		



My Licenses, Permits, & Registrations

You do not have any licenses yet.

This is your Entity account dashboard:



Licenses and Permits

Entity's Dashboard

 HP Harry

Harry's Real Estate School's Dashboard

State of Maryland

Documents


Team

My Course List



Applications Requiring Your Action

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		



Harry's Real Estate School's Recent Applications

APPLICATION NAME	SUBMITTED BY	STATUS
There are no recent applications at this time.		



Harry's Real Estate School's Licenses, Permits, & Registrations



Documents

On the Entity dashboard, you will have the following sections of types of documents under the Document tab: Applications Requiring Your Action, Entity's Recent Applications, and Entity's Licenses, Permits, & Registrations.

- **Applications Requiring Your Action:** Includes a list of applications that are pending action by any member of the entity.

- Recent Applications: Includes a list of recent actions a member of the entity has completed on behalf of the entity.
- Licenses, Permits, & Registrations: Includes any licenses, permits or registrations for the Entity, including awarded grants.


Note: The dashboard shows a preview of the most recent five documents for each category. To see all, click *View All*.


Licenses and Permits
Entity's Dashboard

HP Harry

Harry's Real Estate School's Dashboard


State of Maryland

Documents
Team
My Course List



Applications Requiring Your Action


APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		



Harry's Real Estate School's Recent Applications

APPLICATION NAME	SUBMITTED BY	STATUS
New Course Request	Harry's Real Estate School on 10/26/20 at 3:53 pm	In Review since Oct 26th, 2020 at 3:53 pm


[View All](#)



Harry's Real Estate School's Recent Applications

APPLICATION NAME	SUBMITTED BY	STATUS
Log CE Credits	Harry's Real Estate School on 10/26/20 at 4:23 pm	Completed on Oct 26th, 2020 at 4:23 pm
New Course Request	Harry's Real Estate School on 10/26/20 at 3:53 pm	Completed on Oct 26th, 2020 at 4:12 pm

[View All](#)



Harry's Real Estate School's Licenses, Permits, & Registrations

RE Course Provider Certification		
UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
S-00037	October 1, 2021	Active

Team

An entity owner may want to add other members so that they are able to access the entity account. For example, a department head who is the Entity Owner may want to add their team members to help with completing project updates or submitting extension requests for approved grants.

Entity Owner

The Entity owner is the individual who created the **Entity** account. This cannot be edited later so it is best to elect a primary contact for managing grants and/or use a generic organization email so multiple users can view correspondence and reset login credentials, if needed.

Add New Members

An entity owner has the ability to add members to their team.

1. From the Entity Dashboard, select “Team” in the top tab.
2. Click the blue “Add New Members” button at the bottom under the Members heading.

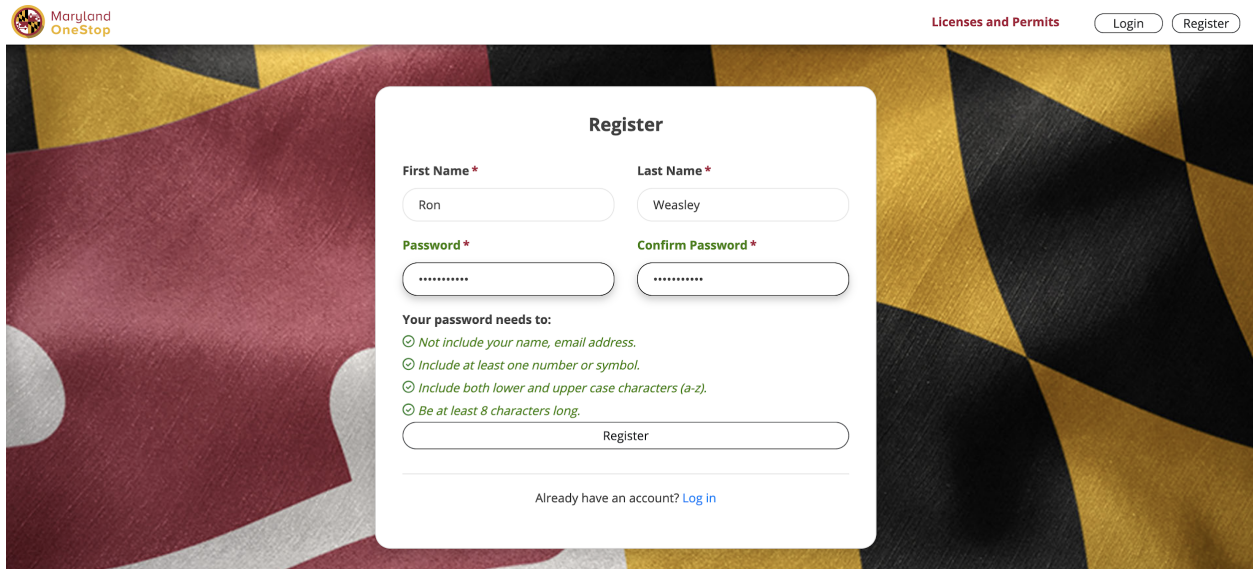
The screenshot shows the Maryland OneStop dashboard for 'Harry's Real Estate School's Dashboard' in the State of Maryland. The 'Team' tab is selected in the top navigation bar. Below the navigation bar, there are two main sections: 'Entity Owner' and 'Members'. The 'Entity Owner' section has a table with two columns: 'NAME' and 'EMAIL'. The 'NAME' column contains 'Harry Potter' and the 'EMAIL' column contains 'harrypotter@mailinator.com'. The 'Members' section has a table with three columns: 'NAME', 'EMAIL', and 'ROLE'. Below the table, it says 'No additional members.' and there is a blue button labeled '+ Add New Members'.

3. Type in the new member's Email and select a Role for the new member (the only option is “Member”), then press the green *Invite Member* button.

The screenshot shows the 'Invite a New Member' modal form. The modal has a title 'Invite a New Member' and a subtitle 'Add members to help you manage your Entity's applications and licenses.' Below the subtitle, there is an 'Email' field with the text 'ronweasley@mailinator.com'. Below the email field, there is a 'Select a role for this member' dropdown menu with 'Member' selected. At the bottom of the modal, there are two buttons: 'Cancel' and 'Invite Member'.

4. You have now invited a new team member to your team.

5. Your team member will need to register via the email sent from OneStop by clicking “Join Entity”



The screenshot shows the Maryland OneStop registration page. The background features a large, stylized Maryland state flag. At the top left is the Maryland OneStop logo. At the top right are links for "Licenses and Permits", "Login", and "Register". The main content is a white "Register" form. It contains fields for "First Name *" (filled with "Ron"), "Last Name *" (filled with "Weasley"), "Password *" (masked with dots), and "Confirm Password *" (masked with dots). Below the password fields are four bullet points for password requirements: "Not include your name, email address.", "Include at least one number or symbol.", "Include both lower and upper case characters (a-z).", and "Be at least 8 characters long." At the bottom of the form is a "Register" button and a link for "Already have an account? Log in".

Register

First Name * Last Name *

Ron Weasley

Password * Confirm Password *

Your password needs to:

- ⊙ Not include your name, email address.
- ⊙ Include at least one number or symbol.
- ⊙ Include both lower and upper case characters (a-z).
- ⊙ Be at least 8 characters long.

Register

Already have an account? [Log in](#)



The screenshot shows the dashboard for "Harry's Real Estate School's Dashboard" under the "State of Maryland". The top navigation bar includes the Maryland OneStop logo, "Licenses and Permits", "Entity's Dashboard", a notification bell, and a user profile for "RW Ron". A green banner below the navigation bar states "You have successfully joined the Harry's Real Estate School entity". The main header area is blue with the text "Harry's Real Estate School's Dashboard" and "State of Maryland". At the bottom, there is a white navigation bar with "Documents" (highlighted in orange) and "My Course List".

Maryland OneStop

Licenses and Permits Entity's Dashboard

You have successfully joined the Harry's Real Estate School entity

Harry's Real Estate School's Dashboard

State of Maryland

Documents My Course List